

PDP/P&A/Livery/2020

05 May 2020

Sub: Reimbursement of cost of two turbans to male Sikh employees for the Block Period 01.01.2020 to 31.12.2021 regarding

All permanent male Sikh employees those who are wearing turbans are entitled to two turbans for the block period 01st Jan. 2020 to 31st December 2021 as per guidelines on issuance of liveries items. They may buy two turbans and submit their claim through workflow application in HRMS for reimbursement, duly supported with scanned copy of Cash Memo. The reimbursement of cost of two turbans shall be limited to Rs.460/-(Four Hundred Sixty Only) or actual cost whichever is less.

The employees who were absent/on leave without pay (inclusive of weekly off and holidays) for more than 1/3rd of the block period, will not be entitled to the above livery item.

All permanent male Sikh employees who wear turbans are advised to submit their claims through Workflow Application for reimbursement of the same by 20th May 2020.

Distribution:

Unit Head

GMs/JGMs/DGMs

HODs/Sec-Heads

President & Secretary- IEU & IOA

Notice Board

A K Mall
A K Mall 05/05/2020
DGM (P&A)